

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
September 24, 2009

PRESENT: Keith Pamperin, Pat Cochran, Tom Diedrick, Warren Skenadore, Bill Clancy, Libbie Miller, Donajane Brasch,

EXCUSED: Patricia Finder-Stone, Judy Parrish, Steve Daniels

UNEXCUSED: Grace Aanonsen

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christianson, Debra Bowers, John Holzer, Denise Misovec

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:34 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Cochran and seconded by Ms. Miller to adopt the September 24, 2009 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF August 27, 2009: Supv. Clancy moved and Mr. Pamperin seconded to approve the minutes of the regular meeting of August 27, 2009. **MOTION CARRIED.**

FINANCIAL REPORT:

A APPROVAL OF AUGUST FINANCE REPORT: Ms Archambault reported that we are on target. She noted that Salary Expense appears to be under budget; however, there are three pay periods in September. Building Improvements will be over due to the new foundation needed on the parking lot project. Kitchen and Other Nutrition Supplies are under since we no longer have to purchase sterno for the steel cases to keep food hot as they have been replaced with electric thermal bags.

On the Revenue Report the first eleven line items are state and federal grants and we will receive and spend these monies by year end. Ms. Archambault also noted that we are close to budget with Project Income: Nutrition.

Mr. Pamperin moved and Ms. Miller seconded to approve the August, 2009 Financial Report. **MOTION CARRIED.**

B. APPROVAL OF RESTRICTED FUNDS: Board Members reviewed the restricted donations of \$15 from Arlene VanOss, \$25 from Rosaleen Miskella, \$25 from Caroline Mraz, \$10 from Mark & Mary Zemanovic, \$100 from Theodore Leicht, \$50 from Ann Anderson and \$25 from Bernard Vondracheck, all in memory of Margaret Leight for agency use.

Ms. Archambault added that 8 electric thermal bags were purchased for \$2,478.55 with restricted funds from Nutri-Systems Corp. for the Home Bound Meal Program

Ms. Miller moved and Mr. Pamperin seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. REVIEW OF COUNTY FINANCE POLICIES: Ms. Archambault explained that the County has established a policy and procedure for handling cash receipts. She noted

that the policy and procedure included in the board packet for board perusal is the policy the ADRC of Brown County has adopted and is presently following along with having a petty cash fund of \$125.

RESOLUTION IS SUPPORT OF REGIONAL TRANSIT AUTHORITY: Ms. Archambault stated that she serves on the Green Bay Para Transit Sub-Committee. She explained that once Brown County reaches a certain population, federal funding for transit ends. Several years ago a Transportation Study was conducted and the recommendation was to develop a Regional Transit Authority allowing for the exploration of other funding sources. Ms. Archambault referred board members to the resolution supporting the formation of a Greater Green Bay Regional Transit Authority and asked for their support of this concept.

Mr. Pamperin moved and Ms. Miller seconded to adopt the resolution supporting the formation of a Greater Green Bay Regional Transit Authority. **MOTION CARRIED.**

REPORT FROM FACILITIES/PLACEMENT COORDINATOR: Mr. John Holzer introduced himself to board members and gave a brief overview of his role as Facilities/Placement Coordinator. The main functions of his role at the ADRC are to manage and supervise facility maintenance, coordinate recruitment/placement of work experience programs' candidates at the ADRC & for the homebound meals program, and to coordinate the placement and monitoring of court ordered community service for the Department of Corrections, Circuit Courts, and some Green Bay Municipal Court referrals.

Mr. Holzer went on to explain that the ADRC relies on employment programs such as the Senior Service Worker Program, the WISE Program, the (CCEP) Community Corrections Employment Program and Department of Vocational Rehabilitation (DVR) for our maintenance crew. Workers are paid minimum wage for a 20 hour work week without benefits. Those coming to us through the Senior Worker program and the WISE Program are more stable employees and are more motivated to show up and take care of the customer. Many of the individuals from CCEP and DVR have more of a financial crisis need created by low pay, large garnishments, delay in paychecks, illness, lack/loss of transportation, and the unexpected. In order to recognize and encourage greater performance and to help meet these needs, the ADRC budget allows \$100 per month for a Maintenance Worker Incentive Fund. In 2008, 51 workers were helped through this fund. So far in 2009, 39 workers have received some type of recognition or assistance through this program.

Mr. Holzer reviewed several projects that were taken on this year. The ADRC Loan Closet which is funded through the ADRC budget as well as donations by customers and individuals provides adaptive aides such as wheelchairs, walkers, canes and bath benches to meet our client's needs. The West Side Lion's Club has expanded their network and has donated over \$8000 worth of adaptive aides. They recently submitted a collaborative article and picture to the Press-Gazette which promoted awareness of the loan closet and generated both donations as well as requests for items. Presently the closet has 1025 numbered items (items we would like returned) and several hundred unnumbered items (items we don't necessarily want returned due to the difficulty sanitizing such items).

The major investment and huge upgrade of replacing the ADRC's 2 parking lots and driveway were also undertaken this year. After discovering that a new foundation was needed under both lots added excavation and added gravel increased the cost to \$124,000 versus the accepted bid of \$82,000. However, we were able to add 2 parking spots to both lots, number handicapped spots, complete sidewalk access, remove curbs and become compliant with safety and drainage issues and aesthetics.

The Quality Inn & Suites graciously allowed our clientele free use of their parking lot during the reconstruction period for which we expressed our appreciation.

Mr. Holzer reported that the recession has increased the number of people performing community service in lieu of making donations by 33%. In 2009 referrals jumped from 150 to over 200 active people each month. So far in 2009 we have had 253+ hours at the ADRC, 371.25+ hours at homebound meals, 10.75+ hours at the Pulaski Senior Center, and 610.25+ hours at Curative's west side adult day care.

Focusing on the Employment Programs, funding cuts in some programs has meant increases in other programs to fill the gaps.

Looking ahead, Mr. Holzer updated board members on projects we would like to address in the future in an effort to become 25% more energy independent by year 2025:

- Window filming in atrium
- Rewire atrium switches separately
- Place exhaust fans on timer system
- Change ballasts over to T-8 bulbs
- Place soda machine and coffee makers on timer system
- Install motion sensors in larger rooms
- Upgrade heating & air cooling system to digital system allowing heating & cooling to be based on room occupancy
- Change out water heaters
- Future remodeling at this building and/or purchase and remodeling of additional building

Mr. Holzer noted that upgrading the heating & cooling systems to a digital system would not only give us the control to optimize macro-efficiency and minimize the buildings usage of heat and air but would also allow the county to troubleshoot from the county offices. An estimate from a county vendor for this project is approximately \$62,000 with a payback time of 17 years.

DISCUSSION OF ADRC CONFERENCE BOARD TRAINING: Mr. Pamperin reported that he, along with Ms. Archambault and Ms. Finder-Stone, had attended the ADRC Conference on Monday in Stevens Point. The conference was well attended by board members, directors and staff. Mr. Pamperin's impression was that Brown County's ADRC is more advanced than other ADRCs and many counties are looking to keep up with our development. After breaking into smaller groups Mr. Pamperin's group discussed: How do you develop the ideal Board and have them participate and advocate for services in the community? And, what can your Board do for your ADRC? Some suggestions were to set aside 5-10 minutes at the end of board meetings for public questions and comments, to partner with other agencies and invite them to appear before the Board, to move Board Meetings to other areas, and to assist the ADRC with marketing strategies to promote awareness to the fact that the ADRC is not only a place to come for social activities.

Thoughts Ms. Finder-Stone brought back were that ADRC Boards should have an Advisory Committee to investigate the needs of those we serve, the County Board Representative should make a report back to the County Board, good board attendance is a must, ideas and information should be shared throughout the state to better serve clients, and to remember who our customers are and what our purpose is.

Ms. Archambault came away with a look at the bigger picture, locally. She discussed how we can get more input from people with disabilities, how we can have a stronger presence and greater awareness in the community, and how do we serve people without competing with other agencies. Mr. Pamperin suggested putting our Vision Statement on the bottom of all agendas and having business cards for all board members with ADRC information on the back side.

Ms. Archambault encouraged board members to share other issues they would like added to future agendas.

RECOMMENDATION FOR BOARD APPOINTMENTS EXPIRING NOVEMBER 2009:

Ms. Archambault noted that Ms. Aanonsen, Ms. Miller, and Mr. Skenadore's terms on the board will expire in November. Ms. Miller was willing serve another term if reappointed. Mr. Skenadore is also serving on other boards and committees and was cautious with regard to overextending his participation. Ms. Aanonsen was not present and Ms. Archambault will contact her.

REVIEW OF ADRC COMMITTEES: Ms. Archambault reported that committees have not been meeting regularly. As we have grown it was decided that issues would be brought to be full board first and if further discussion or investigation was needed it would be sent to the appropriate committee. She asked if anyone wished to serve on an additional committee. Ms. Miller requested to add her name to the Personnel & Policy Committee at this time.

Ms. Archambault noted that the Personnel & Policy Committee will need to meet in the near future to perform her review and suggested that at that time they also discuss restructuring the current committees. The board approved by consensus.

I&A UPDATE: The I&A Update was tabled and will be added to the October Agenda.

DISCUSSION AND RECOMMENDATION FOR GRANT OPPORTUNITIES:

A. PREVENTION GRANT: Ms. Archambault stated that the ADRC would like to submit a grant application to the Greater Green Bay Community foundation-funds for Greater Green Bay" for funding to maintain a pool of "Sure Step" assessors, "Stepping On" facilitator and "Living Well with Chronic Conditions" facilitators. Approximately \$13,000 - \$15,000 would fund coordination and marketing, scheduling and planning, trainer fees, mileage, course materials, refreshments and lunches at the trainings, and fidelity checks required by the state for facilitator certification. Ms. Archambault requested board approval to submit the grant application.

Ms. Cochran moved and Ms. Miller seconded to approve the submission of a grant application to support the Falls Prevention Programs. **MOTION CARRIED.**

B. DEVELOPMENT OF CAREGIVER ALLIANCE: Ms. Archambault also requested board approval to request \$5,000 of funds through GWAAR for the development of Caregiver Alliance. These funds would be used to put on a Caregiver Workshop in May during Older Americans Month.

Mr. Pamperin moved and Sup. Clancy seconded to approve the request of \$5,000 for the development of Caregiver Alliance. **MOTION CARRIED.**

LEGISLATIVE UPDATE: No Report.

DIRECTOR'S REPORT: Ms. Archambault gave a brief 2010 budget update. Two Information & Assistance Specialists and one Benefit Specialist Assistant have been added to our organizational chart along with the cost for these positions. The contract for Human Services dollars has been taken out, \$15,000 of charge back expenses were added to Facilities Management, \$15,000 was added to the levy to balance the budget, the one furlough day for staff was taken out, and we will have to address the unfunded dollar amount next year.

GREATER WISCONSIN AGENCY ON AGING RESOURCES (GWAar) NETWORK NOTES:
No Report

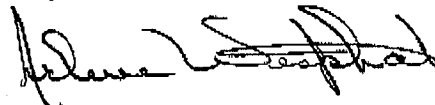
ANNOUNCEMENTS: The following announcements were made:

- Ms. Archambault invited board members to the Public Hearing on the ADRC's 2010-2012 Plan & Budget scheduled for Friday, October 16th, at 2:30 p.m. at the ADRC.
- Mr. Pamperin reminded those present of the Wheelchair Wash & Safety Check taking place at Options for Independent Living on Saturday, September 26th, from 10:00 a.m. to 1:00 p.m.
- Mr. Diedrick announced that at 10:00 a.m. on Wednesday, September 30th, there would be a signing proclamation taking place at Options for Independent Living for hiring people with disabilities for employment.

NEXT MEETING DATE – OCTOBER 22, 2009: The next ADRC Board of Director's Meeting will be held on Thursday, October 22, 2009. The November and December meetings will be combined and will be held on Thursday, December 10, 2009 at 8:30 a.m.

ADJOURN: Sup. Clancy moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.** The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Arlene Westphal, Secretary